

USAID Namibia

Vacancy Announcement

2016/10

September 19, 2016

POSITION: Regional Advisor for HIV Clinical Quality (FSN-10)
(2 openings in Oshakati; 1 opening in Rundu)

OPEN TO: Namibian Citizens and Permanent Residents

OPENING DATE: September 19, 2016

CLOSING DATE: October 10, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: N\$ 489,000 to N\$ 666,000

BASIC FUNCTION OF THE POSITION:

This announcement seeks three (3) Regional Advisors for HIV Clinical Quality, two full-time positions based in Oshakati and one full-time position based in Rundu. The Specialists plan, initiate, conduct, evaluate, and coordinate HIV/AIDS, TB, and other health program data gathering and monitoring and evaluation activities, as assigned and/or as independently determined necessary; and, the Specialists apply state of the art quality assurance and improvement (QA/I) data gathering research techniques to the monitoring of program/project/activity implementation in order to document results, and to translate M&E and other data into meaningful policy and program improvement. The Specialists play a key consultative role for all professional and assistant-level Office staff, and for consultants and implementing partners (IPs) involved in HIV/AIDS, TB, and other program monitoring and evaluation; and, they play a consultative role within USAID, serving as key contributors to strengthening the capacity of information systems with the Government of the Republic of Namibia (GRN), by providing technical assistance to the GRN and to IPs in the monitoring and evaluation of all HIV/AIDS, TB, and other Office-managed programs/projects/activities.

A. Program/Project/Activity Management – 30%

The Specialists provide technical assistance at the above site, regional, IP, facility and community levels in the strengthening and monitoring of quality implementation of USAID PEPFAR programs/projects/activities in Namibia. The Specialists plan and track QA/I activities through a rigorous M&E system in health programs/projects/activities, ensuring that adequate findings and high-quality performance data are collected and utilized in USG programming and funding. The Specialists work to assure program/project/activity implementation is of high quality, and facilitate consistent application of QAI standards as outlined by the MOHSS and by PEPFAR Site Improvement Monitoring Systems (SIMS). The Specialists are remotely located, in Oshakati (2) and Rundu (1), and are expected to travel from their assignment location from 50%-75% of the time within the region of assignment to engage and work with facility, IP, and GRN staff to provide on-site support and guidance to senior IP staff and regional Ministry decision makers, program administrations, technical staff, and other counterparts in the development and conduct of QA/I and M&E systems. In addition, the Specialists will engage in regular travel to USAID/PEPFAR offices in Windhoek, in order to engage with the Health Office staff and the USG Interagency team.

B. Capacity Building in Performance Monitoring – 30%

The Specialists participate individually, and as a group, in the development and implementation of QA/I capacity-building programs, workshops, and other technical assistance activities that serve to broaden the knowledge, practice, and effective implementation of QA/I activities, including M&E for health, HIV, and TB programs/projects/activities at the national, regional, IP, and facility levels. Capacity building audiences may include IPs, MOHSS staff, civil society or the private sector. In addition, the Specialists provide leadership in the development and documentation of effective tools and approaches for institutional and individual capacity building in QA/I, and document and disseminate successful strategies and approaches for replication.

C. Data Collection and Analysis –25%

The Specialists (Quality Assurance and Improvement) participate as members of the USAID/Namibia Strategic Information (SI) Team, assisting the GRN and IPs to more effectively collect quality data, and to utilize this data to inform GRN, USG, USAID, and Health Office program and policy.

D. Coordination – 10%

The Specialists (QA/I) are relied upon to develop substantive relationships with relevant key partner institutions, including appropriate GRN Ministries and other national and non-governmental institutions and donors in Namibia, in order to ensure optimal coordination, harmonization, and alignment of processes, activities, and systems. In addition, the Specialists coordinate and collaborate with the USG Interagency PEPFAR team for efficiencies, reduced duplication, and sharing of best practices.

E. Contracting and Agreement Officer's Representative Responsibilities – 5%

The Specialists primary assignment does not include program/project/activity management, but the Specialists must have and apply Contracting and Agreement Officer's Representative (COR/AOR) training to provide guidance to IPs managed by CORs/AORs in the Health Office. In addition, the Specialists may from time to time be assigned as COR/AOR of continuing programs/projects/activities; when so assigned, the Specialists perform all management responsibilities to include M&E, stakeholder feed-back, site visits, assurance of completion of work plans, and preparation for IP portfolio reviews; and, will participate in reviewing annual, semi-annual, and quarterly IP reports, and requests, or participate in the preparation of other reports as needed.

Performs other duties as assigned or required.

Required minimum qualifications:

1. Education: Completion of a clinical degree or the local equivalent, in nursing, or an equivalent job-related field is required. An advanced degree in a clinical or public health discipline field is desired.
2. Experience: Three years of job-related experience in direct clinical program/project/activity management, evaluation of programs/projects/activities, establishing and/or using advanced monitoring and evaluation (M&E) systems, or in closely related activities is required. At least one year of this experience in a development-oriented workplace, or a related field, for USAID, other donor agencies, host-country organizations, or private-sector institutions, and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is desired.
3. Language Proficiency: Level IV (fluent) English language proficiency is required. A Good Working Knowledge (Level III) in a local language for the region of assignment is desired.

Required knowledge, skills and abilities:

1. Knowledge of public health programming, M&E systems, HIV/AIDS and TB strategies and international best practices
2. Knowledge of international best practices in QA/I methodologies
3. Ability to quickly acquire, knowledge of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation.
4. Knowledge and understanding of the organization and roles of the health delivery systems in order to maintain effective communication, and to develop consensus on QAI plans.
5. Ability to assume management and leadership roles, and have the ability to convene and/or facilitate meetings and trainings
6. Ability to obtain, evaluate and interpret factual data and prepare and present precise, accurate and complete reports.
7. Superior analytical and communication skills, including written and oral, to communicate technical information clearly and effectively to both technical and non-technical colleagues.
8. Resourceful, with good judgment, and able to work with persons from many backgrounds.
9. Able to work at a high level with computers and software for data and analysis.

Post Entry Training: Familiarization training in USAID- and PEPFAR-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, will be provided. The Specialists may not be called upon to serve as a COR/AOR; however, formal COR/AOR training is necessary for successful performance and will be provided. Training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as they become available, subject to availability of funds.

APPLICATION SUBMISSION GUIDELINES

How to Apply: Namibian Citizens and Permanent Residents should submit their application by e-mail to windhoekhr@usaid.gov and assure that **the subject line of the email states the position title for which you are applying.** A complete application includes the following:

- (1) **a signed cover letter expressing interest in the position, addressed to the Executive Officer, USAID/Namibia, Windhoek, Namibia.** For the two-year positions, applicants must indicate in the first paragraph of the cover letter if they are interested in placement at (a) Oshakati; or (b) Rundu; or (c) both Oshakati and Rundu. Candidates listing only one location will not be considered for the other location.
- (2) **a completed DS-174 Application Form.** Attach copies of all documentation you believe are relevant to the position, including your qualifications and proof of residency. The form is available at: <http://windhoek.usembassy.gov/about-us/job-opportunities.html>
- (3) **a current CV**

Closing Date: Email complete application package to windhoekhr@usaid.gov by **17:00 (Windhoek time), October 10, 2016.** Please note that incomplete applications, hard copies or applications received after the deadline will not be considered. Only short listed candidates will be contacted.

Please note that all vacancies within the U.S. Embassy are advertised on the following website:
<http://windhoek.usembassy.gov>

The U.S. Mission in Namibia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political

affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted/Cleared: TO'Day (Health Office Director)
Cleared: MDausses (Regional Executive Officer, USAID/Namibia)